



**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

Canc: Aug 03

StaBul 4330  
CP&L

12 AUG 2002

STATION BULLETIN 4330

From: Commanding Officer  
To: Distribution List

Subj: MOST EFFICIENT ORGANIZATION (MEO) ISSUE REPORTING SYSTEM

Encl: (1) MEO ISSUE FORM  
(2) MEO ISSUE FORM PROCESS FLOW CHART

1. Purpose. To prescribe reporting requirements, methods and delineate the process of MCAS Yuma MEO Issue Reporting System.
2. Background. The MEO Issue Reporting System is a program designed to assist the Commanding Officer in evaluating the effectiveness of the MEO in order to meet the requirements of the Performance Work Statement and Annual Certification Review. This system will be used to identify problem areas and, where appropriate, direct remedial action to correct deficiencies. The process starts with the submission of enclosure (1), an MEO Issue Form, to the Continuing Government Authority located within the Community Planning and Liaison Office. All issue forms received will be researched, validated and forwarded to the Designated Government Representative, the Station Executive Officer.
3. Action.
  - a. Station Department/Division Heads will immediately advise all employees that the Base Services Department (BSD) is the MCAS Yuma Most Efficient Organization (MEO) under the A-76 Commercial Activities Program. This department is undergoing certification review, scheduled for January 2003.
  - b. All Station Department/Division Heads will post the attached MEO Issue Form on unit official bulletin boards until 30 January 2003 or until this bulletin is rescinded. The form is also available in Form Flow format titled MEOISSUE.FRP. This form may be used to forward concerns or comments related to any BSD operational, logistical, performance, or personnel matter.
  - c. Station Department/Division Heads will verbally inform all personnel that the Station Executive Officer or Commanding Officer will receive both positive and negative comments about BSD operations through the use of this MEO Issue Form. The Continuing Government Authority located within the Community Planning and Liaison Office will act as an independent agent in forwarding issue forms to either the Station Commanding Officer or Executive Officer. A process flow chart is attached as enclosure (2).

d. In using this form, it is incumbent upon the author to provide, where possible, specific examples and justification when bringing any deficiencies or compliments to light in order to validate the issues. In no way will employees face reprisals for submitting information or suggestions. However, the intentional filing of false claims will not be tolerated.

e. The BSD, similar to any new MEO, faces many challenges on the road to success. This bulletin should be viewed as an attempt to facilitate and streamline recommendations that will improve processes and prepare the BSD for the upcoming review.

f. Managers shall advise all employees that there are several alternative methods for addressing issues regarding BSD operational, logistical or personnel performance, including but not limited to: Human Resource Office, labor unions, reports from Quality Assurance Evaluators, and the CO's Hotline. This bulletin in no way alters any pre-established program, rather, it seeks to bolster command communication.

g. Any questions regarding this bulletin or the associated MEO Issue Form should be directed to the Commercial Activity Continuing Government Authority, Ms. Shauna Turnbull, Community Planning and Liaison Office, telephone 269-3624/2272.



J. J. COONEY

Distribution: A

# Most Efficient Organization Issue Form

StaBul 4430

My Concern/Compliment :

Examples/Evidence/Background

Have you brought this issue to Management's Attention ? ☐ Yes ☐ No

## OPTIONAL

NAME : \_\_\_\_\_  
UNIT/DEPARTMENT : \_\_\_\_\_  
PHONE : \_\_\_\_\_  
EMAIL : \_\_\_\_\_

Please submit this form to :

Shauna Turnbull  
turnbullsm@yuma.usmc.mil  
Community Planning and Liaison Office  
Building 980  
MCAS Yuma

MCASY 5220/4 (8-02)

**ENCL (1)**

## MEO ISSUE PROCESS

